

25 FEB 1972

UNITED STATES OF AMERICA

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Approved For Release 2002/05/06 : CIA-RDP74-00390R000300060013-5



DATE: February 24, 1972

National Archives and Records Service

Washington, D.C. 20408

REPLY TO
ATTN OF: Archivist of the United States - N

SUBJECT: Paperwork management research

All Records Management Officers

On December 1968, and March 1971, we wrote all agency records management officers concerning the lack of knowledge about a number of recording media, and that we needed your support for a Research Program at the National Bureau of Standards (NBS). Your generous support has helped maintain this program, but we still need your support. A fact sheet on research reports prepared by NBS is enclosed.

The program which we have requested NBS to undertake is projected to run through fiscal year 1975. We are hoping we can obtain your support for at least three more years, and frankly, we would like to have an expression of support for this period of time, although we realize you cannot commit funds beyond one year period. However, a statement of your intent, either to set aside specific funds for this purpose or include it in your budget would be most helpful in developing our plans for future research.

The cost of the total program in 1972 is \$60,000. NARS is contributing one-third, while another one-third comes from industry, and State and local records agencies through the Society of American Archivists. We hope the various Federal agencies can again provide the additional \$20,000.

Copies of NBS reports have been sent to supporters of this program, and James Gear (13-36464 or outside 963-6464), Preservation Officer of our organization, is available to answer any questions about the program or reports.

By the end of this fiscal year, we expect to have interim specifications for writing paper, file folders, and for paper for office copying equipment. We call these specifications interim because they do not have incorporated in them an accelerating aging procedure. The basic research work which NBS is doing is related to developing a suitable aging procedure. When completed it will be incorporated in all specifications which NBS has developed. Another matter being discussed as a possible research project is the permanency of copies produced by carbonless paper techniques.

We hope this project seems worthwhile to the archival and records activities of our Government and that it warrants your continued funding support.

James B. Rhoads
JAMES B. RHOADS

Enclosure

Keep Freedom in Your Future With U.S. Savings Bonds

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Fact Sheet on Government-wide Paper Research

National Bureau of Standards has prepared eleven related reports as follows:

1. The Yellowing of Paper (Report No. 9659, December 1957)
2. The Effects of Laboratory Aging on the Reactivity of Papers With Blue Tetrazolium (Report No. 9675, January 1968)
3. The Reaction of Alum With Paper Pulps (Report No. 9847, May 1968)
4. Differential Thermal Analysis of Some Papers and Carbohydrate Materials (Report No. 9939, November 1968)
5. The Stress-Strain Behavior of Laboratory and Naturally Aged Papers (Report No. 9940, November 1968)
6. Evaluation of the Stability of Record Papers (Report No. 9941, November 1968)
7. Evaluation of the Stability of Manifold Paper (Report No. 9959, December 1968)
8. Thermal Analysis of Modified Cellulose (Report No. 10113, October 1969)
9. Development of Specifications for Archival Record Materials (Annual Report No. 10152, December 1969)
10. The Reaction of Alum with Cation Exchange Cellulose (Report No. 10154, January 1970)
11. Development of Specifications for Archival Record Materials (Annual Report No. 10517, December 1970)
12. Thermal Analysis of Ion Exchange Reaction Products of Wood Pulps with Calcium and Aluminum Cations (Report No. 10590, April 1971)
13. Evaluation of Condition of Manifold Papers in File (Report No. 10,429, June 1971)
14. Interim Specifications for Manifold Papers for Permanent Records (Report No. 10,518, June 1971)
15. Development of Specifications for Archival Record Material, Semi-Annual Report (Report No. 10,466, June 1971)
16. Accelerated Aging of Laboratory Hand Sheets: Changes in Acidity, Fiber Strength, and Wet Strength (Report No. 10,627, December 1971)

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GENERAL SERVICES ADMINISTRATION

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7 August 1964

Mr. Wayne C. Grover
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D. C. 20408

Dear Mr. Grover:

We have reviewed your letter of 23 July 1964, and fully support your efforts to resolve the problem of the microscopic blemishes on microfilm. Representatives of the Agency have been in touch with the National Bureau of Standards and the General Services Administration since the problem was initially detected. The \$5,000 which you suggested as our quota will be forwarded to the National Bureau of Standards through normal fiscal channels.

If we can be of any further help, please let us know. For direct contact on technical aspects of the problem I should like to refer you to [redacted] who is the CIA Records Administrative Officer for our Agency. He can be reached on code 143, extension [redacted]

Sincerely yours,

LYMAN B. KIRKPATRICK
Executive Director

OCR/AS/TBA:vb

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